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LS

18 June 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report - Language School

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1. [] Chief, Romance Languages Department, is away at the University of Michigan taking a course on programming. We hope to complete some modular programs in the coming year in French and Spanish. This course will help Jack with the knowledge he needs to lead these programs. The only hitch encountered in his taking the course was that his prework materials did not arrive before he left, despite several phone calls to Ann Arbor.

2. Through Mr. Arthur Hopkins, our language contact in USIA, we have been in touch with a Mrs. Bidwell of the Voice of America to see if we can obtain taped materials in foreign languages other than the news broadcasts which we presently receive via a direct line to VOA. We know that VOA produces dramatic shows and other verbal presentations which may be of interest to our students at an advanced level. Mrs. Bidwell is doing a survey of such materials for us and will be in touch with us when it is completed.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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25X1A9a 4. We received word from the Career Training Staff that [] 25X1A9a
[] has cleared all of the acceptance hurdles, and that he will 25X1A9a
begin with the July class. We are planning to shift []
to the Deputy job in the Romance Languages Department in view of her
excellent command of Spanish and French. We are trying to locate
a temporary Deputy for the SEA and NE Department and have reviewed
several files so far.

5. On Thursday, Miss [] of Retirement Division 25X1A9a
presented information to interested members of the Language School
staff on the Civil Service Retirement System. She discussed the
various eligibility conditions for retirement, how to compute an
annuity and other things relevant to retirement. After the formal
presentation she answered questions relating to retirement from the
floor and privately when the session was over.

6. Roy Fallis called the other day, as Chief of the new DLI
Systems Development Agency located in Monterey, to ask for a copy
of the Vietnamese program and some Swahili newspapers. In his new
job, Roy will be responsible for all the research for DLI as well as
the production of all tapes and publications.

7. The LS Steering Committee met last Monday and discussed the
question of the number of hours an instructor can be asked to work
directly with the students and still be effective. The Committee
members agreed that most full-time teachers should not put in more
than five "contact hours" per day, and our five hour per day contract
employees should not put in more than three to four contact hours.
It was agreed that these were recommended hours of work and were to
be used as guides for supervisors rather than inflexible rules. The
Steering Committee also set up a working group to develop standards
for the production of language tapes.

25X1A9a 8. A five-month period of instruction in Czech for a U.S. Army
colonel was successfully completed this week. This activity is an
excellent example of cooperation among Government agencies; the instruc-
tion was given by Mrs. [] a Language School instructor,
in a Foreign Service Institute classroom loaned for this course. The
student made excellent progress and was highly complimentary of the
instructor's capabilities.

9. Language School Statistics:

Students and Classes as of the week of 7 - 11 June 1971:

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Students

Full-time - 60
Part-time - 130 (41 BAHLT)
(44 Hqs.)
TOTAL.....190

Classes

Full-time - 30
Part-time - 48 (8 BAHLT)
(10 Hqs.)
TOTAL.....78

Laboratory hours for the week of 7 - 11 June 1971:

Language School - 149
Headquarters - 45

There were 22 proficiency tests given during the week of
7 - 11 June 1971.



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Acting Chief, Language School

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